PERSONNEL ACTION FORM

(INITIAL APPOINTMENT, ASSIGNMENT CHANGES, FUNDING CHANGES)

A. EMPLOYEE INFORMATION Page of

Employee ID: **111-22-3333**	Employee Name: **Bucky Katt**				Hire/Service Date: **06-01-2005**	
Div:	Dept:	Admin Unit:	Dept Phone:	Ext:	Bldg/Room No:	MS:
Transferring Agency:	Check Code:	EEO Code:	Contract Class:		Timesheet Loc:	Tenure Status:
HR USE - Employment Status:	POLICE USE: Public Safety Employee? ☐ Yes Hazardous Duty Date:					

B. EVENT(S) Explain proposed action: `Returning from LOA`

1. Routing: Acct Manager, Dean, VPRGE (if app.), Budget

Event: ☐ Position Funding Change -- BAF # _____

2. Routing: Human Resources

Event: ☐ Directory Update

3. Routing: Acct Manager, Dean, Assoc VP/Exec Dir (if app.), VPRGE (if app.), Grad Dean (if app.), VP/Provost/President, Human Resources, Budget

Event: ☐ FTE Increase ☐ Rate of Pay Change

Class: ☐ Faculty ☐ A&P ☐ Classified ☐ Regular Wages

4. Routing: Acct Manager, Dept Head, Dean, VPRGE (if app.), Grad Dean (if app.), Human Resources, Budget

Event: ☐ Appointment/Reappointment – Premium Sharing BAF # _____ for new benefit eligible. (Attach signed Justification/Offer Letter, if app.)
☐ End Assignment
☐ Department Transfer
☐ FTE Reduction
☐ LOA – Date leave begins: _____
☒ Return LOA
☐ Other Changes
☐ Rate of Pay Change for Casual Labor, Student, or Temporary Wages only

Class: ☐ Faculty ☐ A&P ☒ Classified ☐ Reg. Wages ☐ Temp Wages ☐ Student ☐ Casual Labor

C. ASSIGNMENT END (If Applicable)

	Job Group	Assign #	End Date	Stop Event Code
1				

	Job Group	Assign #	End Date	Stop Event Code
2				

D. ASSIGNMENT & FUNDING

1	Job Group: **C**	Assign #:	Dates – Begin: **06-01-2005** End: **08-31-2005**	Start Event: A = Appt/Ext Appt	HRS Pos #: **007510**	FTE: **1.0**
	Job Class: **9040**	Schedule: **C007A**	Hrly or Monthly Rate at 100%: **$1,970.00**	Annual / Acad Rate: **$23,640**	BUDGET USE – Occ:	
	Acct #:	Revised Fund:	Begin: End:	% Charged to Acct:	Distrib:	
2	Job Group:	Assign #:	Dates – Begin: End:	Start Event:	HRS Pos #:	FTE:
	Job Class:	Schedule:	Hrly or Monthly Rate at 100%:	Annual / Acad Rate:	BUDGET USE – Occ:	
	Acct #:	Revised Fund:	Begin: End:	% Charged to Acct:	Distrib:	
3	Job Group:	Assign #:	Dates – Begin: End:	Start Event:	HRS Pos #:	FTE:
	Job Class:	Schedule:	Hrly or Monthly Rate at 100%:	Annual / Acad Rate:	BUDGET USE – Occ:	
	Acct #:	Revised Fund:	Begin: End:	% Charged to Acct:	Distrib:	

E. CONTACT INFORMATION:

Satchel Pooch	1111	06-01-2005	HR10	A0019	05
PREPARED BY	EXT	DATE	MAIL STATION	ADMIN UNIT	FISCAL YEAR

F. APPROVALS/CONCURRENCES:

ACCOUNT MANAGER DATE

DEPARTMENT HEAD (IF APPLICABLE) DATE

ASSOCIATE VP / EXECUTIVE DIRECTOR (IF APPLICABLE) DATE

DEAN (IF APPLICABLE) DATE

GRADUATE DEAN (FOR TAS & RAS) DATE

VPRGE (FOR CONTRACTS & GRANTS) DATE

VICE PRESIDENT / PROVOST (IF APPLICABLE) DATE

PRESIDENT (IF APPLICABLE) DATE

HUMAN RESOURCES DATE

BUDGET DATE